

## **ROOTS – BGCI EDUCATION REVIEW**

### **GUIDELINES FOR AUTHORS**

ROOTS is the Botanic Gardens Conservation International Education Review. It provides a forum for members to share information, ideas and resources. Most of our readers are actively involved in botanic garden education working with visitors, volunteers and the community.

#### **What should the article be about?**

Articles should:

- make a useful and significant addition to the literature
- be relevant to the focus of the issue of Roots
- focus on why your work is innovative
- relate to national or international informal education context
- include an introduction which highlights how your activities link to the national education system, trends in botanic garden and museum practice, international environmental agendas etc
- be reflective - papers should showcase the public engagement work at your garden, reflect on both the successes and challenges of your work and include the results of any evaluation you have conducted.
- appeal to an international audience- although we expect your article to be highly contextual it must highlight key messages you would like to share with the international community.

#### **How long should your article be?**

Articles for ROOTS should be between 750-1250 words (2,000 words for key articles) and written in English. To accompany the article we ask that you also write a short summary 150 words max.

#### **How and where do you send your article?**

Please email your article and summary to [liliana.derewnicka@bgci.org](mailto:liliana.derewnicka@bgci.org)

#### **Images**

Images add interest to the article and attract readers. Please provide credit for the image and suggest captions and details that identify places and people. In order for the digital images to be included in Roots they need to meet the following requirements (the same specifications apply for graphs and figures):

Landscape – Width: 82mm. Resolution: 300 dpi

Portrait – Width: 60mm. Resolution: 300 dpi

Close-up images of children and adults are particularly welcome. In the case of children, we need to ensure parental consent for publication. We would therefore be grateful if you would confirm that this has been arranged or complete the accompanying form.

BGCI staff regularly give presentations around the world about the role of education in botanic gardens. We would like to keep your images in our resource library and use them for talks and publication. Please let us know if this is not possible. Of course, we will acknowledge copyright and credit the photographer.

### Referencing

Your arguments should be supported by relevant literature. Please acknowledge the references and provide a reference list. This means interested readers can find out further information on your topic. We prefer to use the Harvard reference system <http://libweb.anglia.ac.uk/referencing/harvard.htm>. Some examples of Harvard referencing are listed:

#### Books:

Sam H. Ham, 2013, *Interpretation: Making a difference on purpose*. Fulcrum publishing, Colorado, USA

#### Chapters:

Samis, P. (2008) The Exploded Museum, in Tallon, L. Walker, K. (eds) *Digital technologies and the museum experience: Handheld Guides and Other Media* Altamire Press, Plymouth, UK.

#### Journals:

Wibeck, V. (2013) Enhancing learning, communication and public engagement about climate change. *Environmental Education Research* 20 (3), 387-411.

### Have you remembered everything?

Checklist:

- |                          |                                                           |
|--------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> | Article (750-1250 words)                                  |
| <input type="checkbox"/> | Summary (150 words)                                       |
| <input type="checkbox"/> | Digital images, graphs, figures                           |
| <input type="checkbox"/> | Captions for images and photographer credit               |
| <input type="checkbox"/> | Details of authors including position and contact details |

**Please note** – because Botanic Gardens Conservation International is a non-profit organisation operating on a limited budget, we are unfortunately unable to pay for articles.

## Parental Consent for Photographic/Film use of Children under 16 years of age

Name of adult and relationship to child

Address

I hereby give permission for Botanic Gardens Conservation International (BGCI) to take and use publicity photographs/film of:

Name/s of Child/ren

1

Age of child

2

Age of child

3

Age of child

For (delete as appropriate) publicity/marketing/advertising/poster/BGCI website to promote the work of BGCI. I understand that the child's/children's name/s will not be given to the press or public without my consent. I also understand that I may cancel this permission in writing at any time and that BGCI will take all reasonable steps to ensure that the photograph/film is withdrawn from future use.

I further understand that I shall receive no remuneration for this assistance.

Signature

Date